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### MUS 305.01: Instrumental Methods and Materials

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**The University of Montana**  
**College of Fine Arts**  
**Department of Music**

Semester: Fall 2001  
Course Number: MUS 305, U 70817, 2 Credits  
Course Title: Instrumental Methods and Materials  
Instructor: Jim Anderson/Steve Bolstad  
Office Hours: TBA  
Telephone: 243-4355

**1. Purpose**

This course will develop the knowledge, abilities and insights necessary for the creation and maintenance of a meaningful instrumental music education program in an elementary and/or secondary school. While this class will include musical issues, the class will focus mainly on the logistical and managerial responsibilities (the “nuts and bolts”) of an Instrumental program.

**2. Objectives**

- A. Students will acquire an understanding of the specific idiosyncrasies relating to the separate, yet intertwined areas within a balanced and complete instrumental program – concert band, marching band, pep band, jazz band, orchestra, solo and chamber performance.
- B. Students will develop a working knowledge of organizational issues necessary to run a successful instrumental program. This will include issues such as: recruiting, budgets and budgetary procedures, inventory, instrument maintenance, uniforms, library, calendar planning, scheduling, grading, travel planning, publicity, fund raising and professional organizations.
- C. Students will develop a deeper understanding of the communication skills and “people skills” necessary to run a successful program. Students will learn about relationships with their administrators,. Colleagues and other teachers, maintenance personnel, office staff, school board, parents and booster organizations, community members and media organizations.
- D. Students will learn classroom management skills and strategies.
- E. Students will learn score study skills and rehearsal techniques.

**3. Procedure**

While information will be presented in lectures, a primary goal of this class is to teach and encourage students to think for themselves and to develop solid problem solving skills. Therefore, much of this class will function in a discussion/seminar format that will focus on issues that are likely to arise in one’s first year of teaching. Through these discussions, students will learn to evaluate all the pertinent factors effecting that issue and then plan an efficient and productive course of action.

**4. Attendance Policy**

Attendance is mandatory and will be taken regularly. Excessive missed classes will have an impact on the final grade. Three unexcused absences in a semester will result in a letter grade deduction from the final grade. Late arrival to class counts as ½ an unexcused absence. If you have to miss a class, it is the your responsibility to get the missed information so that you are prepared for the following class.

**5. Grading**

Class participation                      25%

Notebook                                      75%

Through the course of this class, you will create a “textbook” of your own that will include all of the material discussed in class and additional handouts. This “textbook/notebook” will serve as your primary resource and handbook for your first years of teaching. You will organize this notebook under three main headings (use of tabs is highly recommended).

I. Musical Issues

II. Organizational Issues

III> People Skills Issues

When a topic is completed, place it in your binder under the most appropriate heading. Each of these topic areas should consist of three sections.

A. A thorough list of questions one needs to consider when dealing with the topic.

B. Class notes retyped and well structured. (includine handouts.)

C. A summary highlighting the major points of concern regarding the topic.

Notebooks will be evaluated periodically throughout the semester.

**6. Textbook and/or supplies**

A. Wise, Phillip C., So...You're the New Band Director: Now What?, Simon & Schuster Custom Printing

B. Three Ring Binder (one 2 to 3 inches is recommended)

C. Access to a computer is highly recommended in order to best organize your notebook.

## Musical Skills

Structure/Hierarchy of Balanced Program

Concert Band/ Orchestra

Method Books

Warm-ups

Rehearsal Technique

Repertoire/ Programming

Score Study

Jazz Band

Chamber Ensembles

Pep Band

Marching Band

Musicals – Pit Orchestra

## Organizational Skills

Beginning Band – Recruiting/ Equipment/ Schedules/ Method Books/ Retention Handbook

Budget – Budget Development/ Procedures/ Fundraising

Equipment – Purchases/ Maintenance/ Inventory/ Check-out

Facility Development and Maintenance – Room/ Concert Hall/ Chairs and Stands

Library – Purchases/ Catalogue/ Check-out

Uniforms – Purchases/ Storage/ Maintenance/ Check-out/ Accessories

Schedules

Daily – Dual Curriculum

Calendar Year

Concert Planning – Scheduling Facilities/ Programs/ Publicity

Festivals – Choosing/ Paperwork

Travel Arrangements – Bus/ Hotel/ Food/ etc.

Grading/ Auditions/ Challenges

Creating Student Leadership

Summer Programs/ Camps

Job Search

Professional Organizations/ Journals

Political Structures both Local and National

## People Skills/ Relationships

Professionalism (Wise p.45)

Student/ Classroom Management

Administration

Parents/ Parents Organization

Community

Music Store – Rich Brinkman from Morgenroth